

**BE SAFE  
CHICAGO** ★★



**Be Safe.  
Manufacturing**

# Be Safe. Manufacturing

## What's in this guide?



Gradually Resume  
(Phase IV)

## Cautiously reopening Chicago requires:

### Healthy interactions

#### Social distancing



Limitations on physical distance to other individuals

#### Gathering size



Limitations on gatherings of individuals

#### Protective gear



Use of protective gear by individuals

### Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

### Safe spaces and conditions

#### Entry access



Entry/exit condition for access to space

#### Cleaning standards



Actions taken to disinfect space

#### Visual guidance



Hygiene resources and guidance posted in space

### Workplace conditions



Evaluation of foot traffic, ventilation, etc.

### Operational resilience and monitoring

#### Flexible models



Flexibility with sick leave, remote work (when possible)

#### Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

#### Travel guidelines



Restriction of movement of people between locations

#### Testing / tracking



Facilitation of testing and tracking

- Recommended guidance -

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# Be Safe. Manufacturing

## Healthy interactions



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### Ensure >6 ft distance at all times, where possible

- Encourage use of impermeable barriers, alongside other methods of protection (e.g., face coverings, hygiene and sanitization standards), if workers are unable to maintain proper social distancing
- Understaffing for social distancing purposes should not jeopardize safety or ergonomics, and instead should be counter-balanced with more extensive PPE usage
- Encourage the use of work zones, where employees must stay in their zones
- Encourage no physical contact between individuals



### Limit gatherings in any common area

- Limit gatherings of employees in cafeterias, meeting rooms, and other gathering points (while also maintaining 6ft distancing)
- [\*\*CLICK HERE to view more specific Manufacturing Phase IV capacity restrictions\*\*](#)

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## Healthy interactions



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### Face covering required when entering/exiting buildings, and when 6 ft. social distancing is not possible

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering or if hazardous based on work site conditions)
- Employees doing health checks must wear face shields over face coverings
- Equip first response teams with proper PPE, as appropriate for each worksite



### Promote access to sanitizer and enhance worker trainings

- Wash hands or use sanitizer before and after breaks, and before and after touching common surfaces
- Provide hand sanitizer stations at all entrances and restrooms
- Prohibit sharing of food between workers, and require employees to bring their own utensils (not provided in workplace)
- Encourage workers to bring in food that does not require the use of microwaves, and to use cool packs to limit the use of refrigerators
- Encourage employees to complete health and safety training related to COVID-19

# Be Safe. Manufacturing

Safe spaces and working conditions



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## Require employee health screening prior to entering workplace (e.g., temperature checks, questionnaires, interviews)

- No visitors except for essential services (e.g., repair, construction), deliveries, and pickups
- Visitors required to wear face coverings, maintain distance, and are subject to any entry protocols
- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering establishment, employees self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)



## Ensure daily cleaning, with focus on high-touch surfaces

- If possible, equip frequently used doors with no hands opening and closing (e.g., sensor operated, foot operated door opener)
- If possible, install no touch sinks and toilet flushing
- Establish protocols for hygienic use of port a johns
- Where possible, encourage employees use disposable tissues, paper towels, or wipes for high-touch surfaces
- Provide disposable cups at water fountains and water coolers; do not allow employees to drink directly from water fountains
- If possible, provide bottled water to limit the use of water fountains
- Discourage use of common coffee pots/makers
- Prohibit use of common writing utensils
- Regularly clean/sanitize commonly used touchpads, computers, and other surfaces

# Be Safe. Manufacturing

Safe spaces and working conditions



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**Visual  
guidance**

## Install visual signage regarding maximum occupancy, traffic flow, elevator usage, restroom usage, hygiene, and more

- Install posters or create slides for monitors that provide information on hand washing, proper use of hand sanitizer, common COVID symptoms, proper use/wear/cleaning/disposal of face coverings
- If no common space exists in facility, provide information electronically or by mail



**Work-  
place**

## Reorganize operating procedures to limit interactions

- Adjust operating schedule to match fluctuating product demand and supply
- Encourage more frequent replacement of HVAC filters; consider tradeoff of fans contaminating work areas against heat illness
- Open windows, if possible, to improve air flow
- Stagger employee breaks
- Establish one-way aisles and walkways, and other measures to regulate foot traffic
- Remove furniture from common areas to ensure compliance and social distancing
- Remove chairs in break and meeting rooms, and have all chairs face in one direction

# Be Safe. Manufacturing

## Operations and Monitoring



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**Flexible  
models**

**Where possible, encourage remote work and stagger shifts**



**Operation  
resiliency**

**Ensure clear communication with employees on updated operating procedures**

- Reinforce new guidelines on a weekly basis through toolbox talks
- Limit shift overlap and/or staggered reporting and ending times
- Update onboarding process to provide information about re-opening guidelines
- Frequently communicate with employees about guidelines



**Travel  
guidelines**

**Limited business travel**

- Employers decide on any needed work adjustments to travel

- Recommended guidance -



### Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak





## Glossary

**Gathering:** A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

**Handwashing:** The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

**Social distancing:** The physical spacing of at least six feet between individuals, or groups of individuals.

**PPE:** Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

## Self-screening sample questionnaire

**Self-screening:** A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



### General workplace guidance

### Manufacturing guidance

### Disclaimer

#### National resources for further guidance

**CDC** – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

**CDC** – *Guidance for Businesses and Workplaces*  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

**OSHA** *Guidance on Preparing Workplaces for COVID-19:*  
<https://www.osha.gov/Publications/OSHA3990.pdf>

**National Association of Manufacturers** – *COVID 19 Resources:*  
<https://www.nam.org/coronavirus/>

**Illinois Manufacturers' Association** – *COVID 19 Resources:*  
<https://ima-net.org/covid-19/>

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